



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 4/4/83	1. Agency Address Georgia Ports Authority Administration Division Post Office Box 2406 Savannah, Georgia 31402	Application Number 81-369-A	
Application Number 99		Date Received APR 11 1983	Date Completed MAY 10 1983
2. Person to Contact Carol Moseley		Working Title Administrative Assistant	Telephone Number 964-3869
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 81-369 Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1979		5. Records Series Title (followed by title used in office, if different) Employee Listing with Year-to-Date Earnings	
Latest To Date			
5. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Director of Administration assists the Executive Director in the managerial functions of the Georgia Ports Authority and is responsible for the operations of the Personnel Department, Training Department, Police Department, Special Investigations and Reproduction/Communications Department. Also is responsible for Claims Department/Safety Department. Maintains liaison with labor attorney and keeps staff advised of any new labor laws and acts.			
7. Record Series Description Documents relating to:		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Employees' earnings.	
Included are:		Printout issued on monthly basis listing employee department number, social security number, name, job classification, classification date, hourly rate, monthly earnings and year-to-date earnings.	
File is arranged:		Chronologically	
8. Monthly Reference Rate		How often are records referred to which are: One to six months old <u>3</u> ; Seven to twelve months old <u>3</u> ; Thirteen to twenty-four months old <u>1</u> ; twenty-five months and older <u>varies</u> ?	
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>1 binder/year</u>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout? It is a computer printout.

11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	4 _____ years.
c. Federal law	_____ years.	f. Federal retention instructions	2 _____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Changed administrative need to 4 years rather than 2 in conjunction with Overtime Listings; if researched, one printout supports the other.

29 CFR 1602.31 - 2 years.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☒ Transfer to local holding area, hold 4 _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

NOTE: In the event a charge of discrimination is filed, or an action brought by the EEO Commission or the U.S. Attorney General, these records must be retained until final disposition of the charge or action.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
	3/5/83		4-3-83
State Records Committee (Signature) _____ Date _____			
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee		5-6-83
	Secretary of State/Designee		5/3/83
	Attorney General/Designee		5-5-83



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FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 7/10/81	1. Agency Address Georgia Ports Authority Administration Division Post Office Box 2406 Savannah, Georgia 31402	Application Number 81-369	Date Received JUL 14 1981
Application Number 91		Date Completed JUL 22 1981	
2. Person to Contact Charles E. Steed		Working Title Director of Administration	
		Telephone Number 964-1721, # 250	
3. Action Requested			
a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.			
b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.			
c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1979		5. Records Series Title (followed by title used in office; if different) Employee Listing with Year-To-Date Earnings	
Latest To Date			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Director of Administration assists the Executive Director in the managerial functions of the Georgia Ports Authority and is responsible for the operations of the Personnel Department, Training Department, Police Department, Special Investigations and Reproduction/Communications Department. Maintains liaison with labor attorney and keeps staff advised of any new labor laws and acts.			
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Included are:		Printout issued on monthly basis listing employee department number, social security number, name, job description, classification date, hourly rate, monthly earnings and year-to-date earnings.	
File is arranged:		Monthly	
8. Monthly Reference Rate One to six months old <u>3</u> ; seven to twelve months old <u>3</u> ; thirteen to twenty-four months old <u>1</u> ; twenty-five months and older <u>0</u> ?		How often are records referred to which are:	
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>1 Binder/Year</u>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? various duplications throughout the Ports but not complete duplications.
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout? <u>this is computer printout</u>

11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	<u>2</u> years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

This printout gives the gross monthly earnings per employee by department number, as well as year-to-date earnings; is maintained for reference when evaluating pay steps per employee, etc.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☒ Transfer to local holding area, hold 2 year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
	7/12/81		7-10-81
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
State Auditor/Designee			7-4-81
Secretary of State/Designee			7-20-81
Attorney General/Designee			7-21-81